



## Town of Newstead Requests for Newstead Community Meeting Rooms

Request for use of any of the Town of Newstead's open community meeting rooms is available to town residents and organizations on a first come, first served basis.

Requests for reservations must be submitted on the attached application form to the Newstead Town Hall attention of the Town Clerk by the first business day of the year but not before.

Please note that some of these buildings have town offices and that certain areas may be open at the same time as your groups function.

Any request for use of the room that requires extra services are the responsibility of the requester.

### **Meeting Room Rules:**

- \*Alcoholic beverages (beer & wine only) allowed by special permit only
- \*Please leave the meeting room in the same (or better) condition as you found it.
- \*You are responsible for cleaning up your own garbage and placing bags in the appropriate locations depending on the room you are using. See the town clerk for specific locations and instructions.
- \*No storage of supplies or equipment in the meeting room without prior approval.
- \*If you are requesting use of a building that has a kitchen area, it must be cleaned after usage.
- \*No animals allowed except for certified service animals.
- \*If there is a problem with the room, please let the Town Hall know immediately.
- \*Violations of the above rules may result in dismissal of privileges for future use of the meeting room.

If you have any questions, please contact Town Clerk, Dawn Izydorczak at (716) 542-4573.



Town of Newstead- Town Hall  
5 Clarence Center Rd- P.O. Box 227  
Akron, NY 14001

**BUILDING USE REQUEST FORM**

**Building Requesting:**

Newstead Cultural Center  Denio Downstairs  Town Hall

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date and Time of Use: \_\_\_\_\_

Type of Activity Planned: \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_

Check Areas Which Will Be Needed: \_\_\_\_\_ PA Equipment/Screen/TV

\_\_\_\_\_ Open Meeting Room \_\_\_\_\_ Conference Room \_\_\_\_\_ Kitchen

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The Town Board will hold the applicant responsible for supervision of their group and for any damages to Town Facilities/Property occurring during and resulting from such use by applicant and/or their group. The undersigned individual attests that he/she is 21 years of age or older and has read all the rules associated with this request and agrees to be responsible for his/her group during their event use of Town property.

Signature of Person Making Request: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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Request Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



**TOWN OF NEWSTEAD  
APPLICATION FOR  
BEER/WINE IN TOWN BUILDING**

**BUILDING**

**REQUESTING:** \_\_\_\_\_ **Newstead Cultural Center**      **PERMIT#:** \_\_\_\_\_

\_\_\_\_\_ **Denio Community-Downstairs**

\_\_\_\_\_ **Town Hall Meeting Room**

Applicants Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_  
\_\_\_\_\_

Organization Requesting Use: \_\_\_\_\_

Event Date and Type: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

The undersigned individual attests the he/she is 21 years of age or older and has read this form. He/she on behalf of \_\_\_\_\_ organization agrees to abide by the rules of the Town of Newstead for use of their town buildings and agrees to be responsible to the Town of Newstead in assuring that no one in their group under the age of 21 years of age will consume alcoholic beverages at their event on town property. He/she on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, \_\_\_\_\_ to indemnify and hold harmless the Town of Newstead from and against any and all liability, loss, damages, claims or actions including costs and attorneys fees for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Newstead's property, facilities and/or services by \_\_\_\_\_ including but not limited to the organization's/individual's sale or distribution of alcoholic beverages.

\_\_\_\_\_ Date: \_\_\_\_\_  
Individual/Organizations Representative Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Town Board Approval Signature